



**An Afterschool Adventure**  
**1812 Welsh Avenue**  
**College Station, TX 77840**

November 2, 2010

Dear Kids Klub Applicant,

Thank you for expressing interest in The Kids Klub. Staff members are hired twice a year; November and December for the Spring semester, and April and May for the Fall semester.

**The application deadline for Spring 2011 is Monday, November 29<sup>th</sup>.** Applications packets are located at the CSISD Community Education Office, 1812 Welsh Avenue, between the hours of 8:00am-4:00pm, Monday through Friday or can also be found on the website at [www.cstx.gov/kidsklub](http://www.cstx.gov/kidsklub). All applications must either be submitted in person to the Community Education office or Texas A&M students can apply online at [jobsforaggies.tamu.edu](http://jobsforaggies.tamu.edu).

We are having an **Applicant Orientation** on **December 1<sup>st</sup>** at **Rock Prairie Elementary School from 6:30pm to 9:00pm**. Applicant Orientation is designed to give applicants an idea of what Kids Klub is about and to serve as a first interview. Alternative arrangements may be allowed for applicants with conflicts. Applicants with conflicts must contact me prior to Applicant Orientation. All applicants are required to wear **playclothes** and **tennis shoes**. **You are also required to bring a piece of paper that creatively describes you.**

Please complete the attached application. Feel free to attach any additional information you feel necessary. I welcome your application and encourage you to keep it up to date. During the course of the semester the need arises to hire an extra staff member, for that reason your application is kept on file for two years. If you have any questions you may contact my office at the number below.

Thanks again,  
Jana Church  
Program Director  
(979)764-3831  
[ichurch@cstx.gov](mailto:ichurch@cstx.gov)

**ALL APPLICANTS MUST MEET THE  
FOLLOWING REQUIRMENTS TO BE  
CONSIDERED FOR HIRE:**

- Available Monday-Friday, 2:45pm-6:15pm
- Attend Training January 3-14, 2011  
(we receive children January 4, 2011)
- Commit to work through May 27, 2011

## KIDS KLUB

**JOB TITLE:** Staff Member

**REPORTS TO:** Site Supervisor

**RATE OF PAY:** \$8.00-\$8.75/hr

**JOB SUMMARY:** Assist in providing a developmentally appropriate, recreational environment for the children enrolled in Kids Klub.

### MINIMUM REQUIREMENTS:

1. All Kids Klub staff members must be currently Red Cross certified in First Aid and Community CPR. (Kids Klub will certify all employees.)
2. All staff members must be available to begin work **January 3, 2011** and continue through **May 27, 2011**.
3. All staff members must be available the days that CSISD is in session, **Monday - Friday from 2:45 - 6:15 p.m.**
4. Staff members must attend specified training sessions throughout the year.
5. Staff members must attend weekly site meetings and monthly staff meetings.

### DUTIES:

1. Staff members assist the supervisor in performing his/her duties as necessary, such as:
  - a. Plan, coordinate and implement appropriate activities each day.
  - b. Supervise groups of children in enrichment activities.
  - c. Lead group games, art projects and other similar activities.
  - d. Play with the children during non-structured free time.
  - e. Influence children in a positive manner.
2. All staff members must adhere to the Kids Klub discipline management plan as stated in Staff Handbook. Alterations and/or deviations are allowed, but must be approved in advance by the Site Supervisor and Program Director.
3. Participate in all daily activities. (BE POSITIVE)
4. Assist in the daily, as well as weekly, clean-up of the facilities.
5. Other duties as deemed necessary by Site Supervisor or Program Director.